

**GOVERNMENT OF MEGHALAYA**  
**APPLICATION FORM FOR CERTIFICATE FOR**  
**RESIDENTIAL CERTIFICATE**  
**UNDER eDISTRICT MMP FOR FC/PFC/CSC etc.**  
(Please use **CAPITAL** letters to fill in the application form)

Photograph

**A. Applicant Details:**

1. Name of the Office to whom application is made: \_\_\_\_\_
2. Applicant's Name in Full: \* \_\_\_\_\_ (Shri/ Smti/Kumari)  

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(First Name) (Middle Name) (Last Name)
3. Alias (if any) : \_\_\_\_\_
4. Gender \*:  Male  Female  Others
5. Date of Birth \*: 

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 (dd/mm/yyyy)
6. Place of Birth : \_\_\_\_\_
7. Mobile No. \*: \_\_\_\_\_ 8. E-mail: \_\_\_\_\_
9. Nationality\* \_\_\_\_\_ 10. Date from which applicant is residing in State/District\* \_\_\_\_\_
- 11.a. . EPIC No. : \_\_\_\_\_ 11.b. Aadhaar Number : \_\_\_\_\_
12. Whether staying in Rented House?\*  Yes  No (if yes) 7.b. Name of House Owner: \_\_\_\_\_
13. Present Occupation: \*  Student  Govt. Servant  Non. Govt. Servant  Business  unemployed  
(If Govt. Servant or non-Govt. Servant) Name of Organization\* \_\_\_\_\_ Designation\* \_\_\_\_\_ Place of Posting\* \_\_\_\_\_
14. Are either of your parent Government servant?\*  Yes  No  
(If Yes Attach government servant proof of parents)
15. Community of the Applicant\*: \_\_\_\_\_
16. Purpose for applying for residential Certificate\*: Recruitment/Education/Medical/Passport/  
16.b. If Others: \_\_\_\_\_ Opening of Bank Account/Others
17. Do you have any certificate issued from this office? Yes/No (If Yes, attach proof)

**B. Present Address :**

18. State \*: \_\_\_\_\_ 19. District \*: \_\_\_\_\_
20. Village/ Town\*: \_\_\_\_\_ 21. Locality \*: \_\_\_\_\_
22. Sub-Locality : \_\_\_\_\_ 23. Nearest Landmark : \_\_\_\_\_
24. Post Office\* : \_\_\_\_\_ 25. Police Station/ Outpost \*: \_\_\_\_\_
26. Pin code: \_\_\_\_\_

**C. Permanent Address: Same as above**  Yes

27. State \*: \_\_\_\_\_ 28. District \*: \_\_\_\_\_
29. Village/ Town\*: \_\_\_\_\_ 30. Locality \*: \_\_\_\_\_
31. Sub-Locality: \_\_\_\_\_ 32. Nearest Landmark \_\_\_\_\_
33. Post Office\*: \_\_\_\_\_ 34. Police Station/Outpost \*: \_\_\_\_\_
35. Pin code: \_\_\_\_\_

**D. Parents/Guardian Details:**

36. Father's Name in Full (Shri/Lt./Dr.) \*: \_\_\_\_\_
37. Father's Nationality \*: \_\_\_\_\_
38. Mother's Name in Full (Smt./Lt./Dr.):\* \_\_\_\_\_
39. Mother's Nationality \*: \_\_\_\_\_
40. Guardian Name in Full (Shri/Smt./Mr./Mrs./Dr.): \_\_\_\_\_
41. Self/Parent's/Guardian's EPIC NO: \_\_\_\_\_

**E. Declaration:**

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date:

Place:

Signature of the Applicant

1. All columns marked with \* are mandatory fields and must be filled in
2. Please refer the checklist for documents to be enclosed along with application form

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**For Office Use:** Checks before accepting the application - **1.** All mandatory fields are filled in properly

2. Signature of applicant & date of submission is mentioned

Verified & Accepted by:

Date:

\_\_\_\_\_  
Signature of Receiving Assistant

CSC/PFC Token No:

**Mandatory Enclosures for-Certificate for Recruitment into Armed/Paramilitary/Police Force :**

1. Coloured Passport Size photographs
2. Birth Certificate/SSLC Admit Card
3. Any One of Residential Proof (Ration Card/Land Documents/EPIC/Electricity Bill/Telephone Bill/Any Government Certificate)
4. Supporting documents to indicate why certificate is required.
5. Certificate from Appointing/Controlling Officer (Applicable only for those applicants whose either parent is a Government Servant. It has to be submitted in below format)
6. Either of Father's /Mother's /Guardian's EPIC is Mandatory
- 7 Any Certificate issued from this office

**(For Applicants whose either parents is Government Employee)**  
**FORMAT OF CERTIFICATE FROM THE APPOINTING /CONTROLLING OFFICER**  
**To Whom it may Concern**

No:

Date

This is to certify that shri/smti \_\_\_\_\_ aged \_\_\_ years, son/daughter of \_\_\_\_\_ is a regular employee of this Department/Directorate/Office since \_\_\_\_\_.  
He/She is working as \_\_\_\_\_ which is a sanctioned post.

Date:

Name:

Place:

Designation:

Seal:

Phone No:

Mobile No:

**GOVERNMENT OF MEGHALAYA**  
**Acknowledgement Receipt from PFC/CSC Operator in eDISTRICT MMP**

Service Applied for : Residential Certificate

Name of Applicant:

CSC/PFC Token No:

CSC/PFC Location:

Signature of Receiving Person

Date of form submission